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JB

13 January 1960

MEMORANDUM FOR: Chief, Analysis Branch
Chief, Control Branch

SUBJECT : Monthly and Quarterly Statistical Reports

1. Effective immediately the "number of copies" shown for documents and cables received in the monthly and quarterly reports may be discontinued. In lieu thereof a note shall be referenced to the total number of documents and cables which explains that the items are usually received in multiple copy and the current overall average is estimated at 13 (or whatever the correct estimate may be).

2. An estimate of the number of copies being received shall be made semi-annually or whenever a significant change takes place.

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3. [] advised me this date that the AD/CR approved this change in our statistical reporting.

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[]
Chief, Document Division

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cc: Admin. Staff, CR
[] SA/CR

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